

**CITY OF LAS VEGAS
SAFETY DEPARTMENT
IMPROVEMENT PLAN
SAFETY OFFICER- GILBERT MARTINEZ
June 2013**

Operational Report

On-Going Items:

- Have silent alarms installed at City Hall thru Phone system, 3 at City Hall, 5 at Utilities, 3 at the Recreation Center, 2 at the Housing Authority, 2 at the City Museum, 2 at Municipal Court, 1 at Transportation Department and 1 at Solid Waste
- Identify and enforce authorized personnel parking in the back of the Administration Building for security and liability purposes
- Estimates for two gates to install key pad at south gate and north end next to C & G Station for entrance and exit to rear parking area for security
- Creating safety forms to be used city-wide for unification
- Performing 2 per month safety audits in different departments
- Finalize EHA (Employee Hazard Analysis) for all departments
- Safety suggestion box
- Conduct safety presentations on safety policies and procedures to new hires
- Monthly Safety Liaison Committee Meetings
- Monthly Safety Committee Meetings
- Continuation of safety training through Safety Counseling Incorporated from Albuquerque, New Mexico
- Researching information to compile Safety Manual
- Develop a format to keep track of employee training matrix
- Recommend that all City of Las Vegas departments perform a fire drill and have a evacuation plan in place
- Attend Office of Emergency Management (OEM) monthly meetings
- Attend Fiesta Oversight Committee Meeting
- Coordinating with Community Development Department to prepare fire exit plans for all 3 senior citizens centers
- Planning Safety Stand Down for all City of Las Vegas Departments during the week of May 20th. Completed
- Ordered Blood Borne Pathogen Kits for all City of Las Vegas Departments
- As a safety incentive, water bottles have been ordered for all City of Las Vegas employees for their continued progress toward excellent safety practices
- Performed yearly police department vehicle inspection
- Attended OEM Office of Emergency Management Water Distribution Drill

--	--	--	--	--	--

**CITY OF LAS VEGAS
SAFETY DEPARTMENT
IMPROVEMENT PLAN
SAFETY OFFICER- GILBERT MARTINEZ
June 2013**

GOAL	IMPROVEMENT PLAN	FINANCIAL RESOURCES	RESPONSIBLE PARTY	START DATE	END DATE
Develop an aggressive financial implementation plan that maximizes leveraging opportunities	Total safety prevention training provided by Safety Counseling Inc.	Funded provided by the Self Insurers Fund	All City of Las Vegas Employees	8-6-12	12-31-13
Progress: Fifteen departments out of 23 have been audited. The following departments are being scheduled for audits: Filter Plant, Waste Water, Parks Department, Administration Building, Solid Waste, the Library, the Transportation Department and the Airport					
Modernize and improve city facilities, enterprises, and services. Specific areas targeted for improvement	Performing Audits on City facilities ADA Compliance Install gate and key pad at south and north entrance to rear parking area for security.	Plan for yearly budget	All City of Las Vegas Employees and Safety Liaisons	8-6-12	12-31-13
Progress: Materials Safety Data Sheets have been displayed and in use since November 2012. Safety Liaison for Administrative Offices will be planning fire drill. The Senior Center in Las Vegas will conduct a fire drill and the rest of the departments will follow. Create Standard Operating Procedure to proceed to install panic button silent alarms at City Hall thru Phone system, 3 at City Hall, 5 at Utilities, 2 at the Recreation Center, 2 at the Housing Authority and 2 at the City Museum, 1 at the Transportation Department, Municipal Court and Solid Waste. Identifying and enforce authorized personnel to enter back parking lot of Administration Building is pending until the cost of key pad system is established. Creating safety forms is continuing as the need arises. Two hundred and sixty (260) Employee Hazard Analysis were completed out of 270 employees. Forty nine (49) spontaneous audits were conducted to					

**CITY OF LAS VEGAS
SAFETY DEPARTMENT
IMPROVEMENT PLAN
SAFETY OFFICER- GILBERT MARTINEZ
June 2013**

include: Department audits, vehicle accidents, Plaza Park tree sculptor, safety suggestion box, search and screen interviews, customer safety complaints, gas and water leaks, employee job site audits to insure PPE's are being worn, etc. Conducted safety employee orientation on safety policies to 3 new hire and 140 summer youth. Conducted safety liaison meeting and safety committee meetings. The audit violations at the Senior Citizens Centers are being performed and will be monitored for completion. Attended monthly meeting on Office of Emergency Management for disaster planning. Attended Fiesta Oversight Committee to ensure all safety rules and regulations are being followed during the 4th of July Fiestas. Participated in local radio talk show (What's Cooking At City Hall). The safety policy for blood borne pathogens has been revised and kits have been ordered. Blood borne pathogen kits have arrived and respective departments are picking them up. Installed OSHA 300 logs in all city departments. Planning for Safety Stand Down for all City of Las Vegas Department is continuing. The Safety Stand Down training was conducted during the week of May 20th, 2013. Water bottles have been ordered and received to be distributed during the Safety Stand Down training. On May 22, 2013, performed police department vehicle inspection and Safety Stand Down training on the topic of blood borne pathogens.

Create stronger partnerships with public, private agencies and non-profit-organizations	In conjunction with Safety Counseling, Inc., OSHA, Police and Fire Department, Office of Emergency Management	New Mexico's self insures fund	Safety Officer Public Sector Safety Liaisons	8-6-12	12-31-13
--	---	--------------------------------	--	--------	----------

Progress:
Training with Safety Counseling, Inc. presented a two hour safety session on Heat Stress with (166) employees out of 270 attending.

Develop an eco-friendly community	Use long life light bulbs Turn off lights at the end of the day Turn off air conditioner Lower thermostat in the evening Use e-mail instead of paper Recycle paper , plastics, aluminum cans Make two sided copies	Existing Budget	All City Employees	8-6-12	12-31-13
--	--	-----------------	--------------------	--------	----------

**CITY OF LAS VEGAS
SAFETY DEPARTMENT
IMPROVEMENT PLAN
SAFETY OFFICER- GILBERT MARTINEZ
June 2013**

	Reuse Toner Cartridges, Solar security lighting Receiving all weekly safety meeting forms, fire extinguisher forms and vehicle inspection forms via e-mail				
Progress: Encourage staff thru safety meetings to be Echo Friendly, by using all the above topics which our staff is being very humanitarian and conscientious					